



Hingham Planning Board
APPLICATION FOR SITE PLAN APPROVAL
IN ASSOCIATION WITH APPLICATION FOR BUILDING PERMIT

For instruction on how to complete, please see the Planning Board Regulations Relative to the Issuance of Special Permits and Site Plan Review, available www.hingham-ma.com or at the Planning Board Office

Application Date: _____

Applicant: _____

Contact Information for Applicant or Authorized Agent (Attorney, Contractor, etc.)

Name/Title: _____

Phone: _____

Address: _____

Project Location: _____

Site Plan Review Submittal Requirements

Please provide to the Planning Board office thirteen (13) copies of a completed application for a Special Permit A2, including all plans, studies and information submitted with the application, including, at a minimum:

- a. locus plan; diagram and statement of the ownership, area, dimensions, boundaries and principal elevations of the subject property; location of structures within 100 feet of property line;
- b. scaled and dimensioned plan of the location and footprint of existing and proposed buildings and structures; if applicable, building elevations and floor layouts;
- c. if applicable, plan showing proposed circulation of traffic within the development and in all adjacent public ways; dimensioned plan of loading and parking areas, aisles and driveways; plan with detail sheets if appropriate, profile and representative cross sections of proposed driveways and parking areas;
- d. analysis of compliance with all relevant dimensional provisions of this By-Law;
- e. detailed information on utilities, lighting, landscaping, refuse storage and removal;
- f. grading plan, drainage analysis and traffic analysis, as applicable;
- g. analysis of the capacity of Town soils, water supply, ways and services to absorb the impact of the proposed development;
- h. analysis of compliance with the most current versions of the Massachusetts Department of Environmental Protection Stormwater Management Policy and Standards, and Massachusetts Erosion Sediment and Control Guidelines; and
- i. such other materials necessary to enable Town boards to make a positive determination on the proposed development.

Brief Description of Work:

Request for Waiver from Site Plan Review Requirements

The Planning Board, may, upon written request of the applicant, waive any of the requirements of this section, including the requirement for a public hearing, if the project constitutes a minor site plan review. In order to constitute a minor site plan, the proposed work must be limited to interior renovations to a building or structure which do not require a Special Permit A-2 or A-3 and/or do not materially or adversely affect conditions on the site. Additionally, even when Site Plan Review is required, the Planning Board may, at their discretion waive certain submittal requirements.

Please indicate requested relief (for example, “I request a waiver from the requirement for a public hearing” or “I request a waiver from the requirement to submit a utilities plan and lighting plan”):

Waiver Granted ☐

Waiver NOT Granted ☐

Signature of Authorized Agent (Chairman of the Planning Board or Town Planner) Date